

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Recovery of Payments Made in Error

**Policy
Number**

B-3

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Purpose

To provide a policy for the recovery of monies paid in error by the County.

Background

From time to time the County may make a payment in error. This can include payment to the wrong individual or entity, payment for goods not received or services not completely performed, or an incorrect calculation of the amount to be paid. Such erroneous payments may result from inaccurate or incomplete information furnished by the department initiating payment action, systems problems, or human error at any point in the payment process. This policy provides a process for recovery in cases where the problem is with faulty information from the originating department.

Policy

It is the policy of the Board of Supervisors that:

-Upon discovery that a County payment has been made based on inaccurate information from the originating department, the department will take immediate action to recover payment or otherwise remedy the situation. Action should include positive steps to locate the warrant and advise its holder of the situation.

-The department involved will immediately provide a written report to the Auditor and Controller describing the circumstances and steps taken for solution.

-The department involved will immediately submit a stop payment order to the Treasurer/Tax Collector.

Sunset Date

This policy will be reviewed for continuance by 12-31-01.

Board Action

6-6-56 (54 and 55)

9-4-56 (35)

8-24-56

6-23-69 (98)

11-6-84 (5)

1-31-89 (28)

11-7-95 (34)

CAO Reference

1.Chief Financial Officer/Auditor and Controller